

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
Minutes of April 18, 2005 Meeting

PRESENT: Charmaine Glew, Babs Gardner, Anne Erickson, and Carol Bingham. Susan Bullock, Director, and Eileen Sickinger, Recording Secretary. Joel Mandell, Board of Selectman Liaison.

Carol Bingham called the meeting to order at 7:25 P.M. Charmaine Glew moved the minutes of the March 21, 2005 meeting be approved with one change. Scott Gray was a guest at the April 20th anniversary program. Second: B. Gardner. So moved.

There was no public audience and no additional agenda items.

COMMUNICATIONS: A letter from Richard Sawitzke regarding the delegation of the building project to the Town Public Building Committee was read.

COMMITTEE REPORTS: Personnel: Mrs. Glew will meet with Mr. Kaplan shortly to finalize the Director's Evaluation. Building: As noted in Mr. Sawitzke memo, the Public Building Committee has been delegated to proceed with the design of the Library's renovation. The design plan should be completed by December. Someone from the Library Board will attend the Planning Committee's meetings to ensure that the plans remain at 19,600 square feet of usable space. Friends committee report will be later in the meeting.

DIRECTOR'S REPORT: James Miller, new Head of Adult Services, has started and is getting acquainted with all the departments. Two circulation staff members have left one going to work at Town Hall. The Director has been in contact with Brandon Robertson regarding the workload of classification of the library circulation assistants. In the past year three library staff members have gone to positions at Town Hall. Mrs. Bullock has also contacted Brandon about staff members' accumulation of vacation hours and the possibility of cashing out some of this vacation time, instead of taking it.

Other highlights of the Director's Report include the success of A Night of 1,000 Stars. There are two new services on the Library's website: Meeting Room and Museum Pass sign-ups. Mrs. Bullock and Jennifer Keohane attended the Connecticut Library Association (CLA) Annual Conference. A workshop on technology as part of a library's building plans was especially pertinent since this is something planned for the expansion. Friends, Board members and Renewal Team members have been faithful attendees at the Board of Selectmen and Finance meetings related to the Town Budget.

Communication from the State Historic Preservation Officer has been forwarded to Mr. Ostop of the Public Building Committee, regarding the location of the library within a district listed on the National Register of Historic Places (the 1820 House.)

The Library Renewal Team, now the Fund Raising Committee, is in the process of formulating its fund raising case statement.

Mrs. Glew and Mrs. Miller attended the Major Capital Campaign Workshop of CLA and learned about funding procedures prior to a major expansion. One vendor who does wall murals of tiles was of particular interest. They will be meeting with this vendor to learn more about this as a fund raising idea.

Members of the Board and Friends attended the legislative breakfast in Canton and the legislative potluck supper.

Mrs. Bullock attended the March 30th meeting of the Tariffville PTO and after the 2006 referendum for the Library the expansion of Tariffville will be coming in a 2007 referendum.

Circulation was down but the building was closed two extra days because of Easter and one early closing due to a snowstorm.

The luncheon honoring volunteers is scheduled for April 27.

The Building Project and Public Awareness were covered in the Director's Report.

BUDGET: The need to upgrade the Library's computers continues and we are behind schedule in trying to replace them. Mrs. Bullock is going to ask the First Selectman if money saved by staff vacancies can be used for computers. She feels strongly that computers should be part of the operating budget.

Kathy Miller reported for Friends that A Night of 1,000 Stars was a huge success. The Southwest Homeowners Association is disbanding and they have given their leftover funds to the Friends Building Fund.

Mrs. Miller addressed the building project and stated that she will serve as interim chairman of the Fund Raising Committee. There will be a breakdown of individual tasks since currently the job seems so great. She also felt that the division of roles between the Library Board and Friends should be clarified with both groups working together for the Library. In particular she addressed the place of Friends and its role in the expansion. Funding for the expansion is the primary responsibility of the Town, with Friends, a voluntary group, enhancing library services. Friends are committed to matching the State Grant, but Friends cannot meet any shortfall that might occur in the project. While fund raising is a function of Friends, it is not its sole function. Communication for the building project must come from the Library Board. Friends will advocate and support the expansion but will not be the spokesperson for the project. One means of dissemination of information for the project could be the Library's website. The public should be aware who is giving any information about the expansion.

At 9:05 P.M. Mrs. Glew moved for adjournment. Second: A. Erickson. So moved.

Anne Erickson, Secretary

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING

Minutes of May 9, 2005 Meeting

PRESENT: Charmaine Glew, Babs Gardner, Anne Erickson, Bert Kaplan, Gail Ryan and Carol Bingham. Susan Bullock, Director, and Eileen Sickinger, Recording Secretary. Kathy Miller from Friends.

Carol Bingham called the meeting to order at 7:30 P.M. Charmaine Glew moved the minutes of the April 18, 2005 meeting be approved with one change: in Committee Reports, the correct committee was the Town Public Building Committee. Second: A. Erickson. So moved.

COMMUNICATIONS: Mrs. Bullock shared the April 11, 2005 minutes of the Public Building Committee, an article in The Hartford Courant in the "Your Money Section", the notification that ConnectiCard funds this year amount to \$6,000, the notice in The Hartford Courant of the Library Assistant's job, and two articles in the Simsbury Post related to Library events.

COMMITTEE REPORTS: Personnel Mrs. Glew reported the committee would be meeting this week.

Friends/Fund Raising/Building: Mrs. Miller, Mrs. Bullock and Mrs. Glew will be going to Old Saybrook to learn more about the tile murals. Research on this fund raising idea is ongoing. Mrs. Miller visited the Plainville Library and learned about their fund raising campaign. Mrs. Glew distributed a list of questions that could be asked by the general public related to the building expansion. The Board brainstormed answers to these questions, and other questions, that might come up during the campaign for the building expansion. She is open to receiving more questions. It was pointed out that any contributions made to the building campaign are tax deductible. The next meeting of the Public Awareness Committee is scheduled for May 16th.

DIRECTOR'S REPORT: As part of the Director's Report Mrs. Bullock included a list of the Town's Capital Projects, a breakdown of the Farmington Library's approach during their fund raising campaign, and the minutes of the May 4th meeting of the Library Capital Campaign Committee. On May 19, 2005 a group from Japan will be visiting the Library and an outline of their agenda was also included in the packet.

Mr. Kaplan will be visiting Washington, D.C. and meeting with representatives from Nancy Johnson's office.

Mrs. Gardner and Mrs. Bullock attended a workshop on three library building projects – Willington, Wallingford and Guilford. Guilford has been working on their project since 1997 and, even though there was no organized opposition, it was voted down. In Wallingford, there is no referendum until there is a bid on the project. Mrs. Bullock is going to ask for a copy of their power point presentation. The public does not vote on the proposal – the councilmen vote it on. The Willington proposal passed 8 to 1.

BUILDING PROJECT: Mrs. Bingham met with Dick Ostop and the Public Building Committee is meeting at the end of May. Representatives of the Board and Friends will attend. The Building Committee will work with the architect and it was reiterated that the 19,600 sq. ft. plan is the footage required to receive the State Grant.

The Library will be open the Saturday before Memorial Day and the current Saturday and Sunday openings will continue through the end of June.

At 9:05 B.M. B. Kaplan moved for adjournment. Second: A. Erickson. So moved.

Anne Erickson, Secretary